

GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION

FY 2020 Pretrial Services Program Grant (PSPG)

Notice of Funding Availability Application Guidance Kit



Online Submission Deadline: May 22, 2019, by 3 PM

Funded through: State of Maryland

Governor's Office of Crime Control and Prevention
100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

Note: Hard copy applications are no longer being accepted.

ELIGIBILITY

Local governmental agencies that has the capacity to establish or improve pretrial services programs within their jurisdiction.

IMPORTANT NOTES

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <http://goccp.maryland.gov/grants/>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Registration \(SAM\)](#). A screenshot reflecting this information is sufficient.

Getting Started

Thank you for applying for the **Pretrial Services Program Grant (PSPG)** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The primary purpose of PSPG is to help jurisdictions develop and implement pretrial services' programs that will effectively reduce the local detention population while protecting public safety and ensuring court appearance. The grant program is specifically intended to provide pretrial services more equitably across the state by empowering local jurisdictions to provide pretrial services and to bring all existing programs into a consistent standard of best practices.

This program primarily supports GOCCP's objectives of maximizing the public safety returns on Maryland's corrections spending and improving information sharing to support data-driven criminal justice approaches in Maryland jurisdictions.

Priority will be given to requests that support the objectives outlined above as well as the general goals of the Justice Reinvestment Act, and specifically the recommendations of the [Justice Reinvestment Coordinating Council](#). In addition to the specific program components required by this funding opportunity, GOCCP advocates the utilization of evidence-based practices and consistent data collection in all of its grant programs. The Office recommends applicants familiarize themselves with previous [commission findings](#) and [studies conducted in Maryland](#). Programs should strive to operate within the [standards](#) established by the [National Association of Pretrial Services Agencies](#) and the [National Criminal Justice Association](#). If you need application assistance, please contact:

Quentin Jones, Program Manager
410-697-9318
Quentin.Jones@maryland.gov

Justice Schisler, Chief of Programs
410-697-9334
Justice.Schisler@maryland.gov

If you need assistance with program criteria or have questions on program design, please contact:

Angelina Guarino, Director of Justice Reinvestment
410-697-9385
angelina.guarino@maryland.gov

GOCCP's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas on how the GOCCP can serve you better, please email the above program manager to provide your feedback.

Mission of the Governor's Office of Crime Control and Prevention:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

County-level entities in Maryland are eligible to submit an application for PSPG funding, which includes the following:

- Local detention centers
- Local courts
- County government agencies
- A partnership between multiple local criminal justice agencies

Only one application may be submitted per jurisdiction.

Applicants who have not submitted all yearly pretrial data required under [Chapter 515 of 2016](#) will have funding withheld until data is received.

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Control and Prevention (GOCCP)

B. Opportunity Title

Pretrial Services Program Grant (PSPG)

C. Submission Date

Wednesday, May 22, 2019, by 3 PM

D. Funding Opportunity Description

[Chapter 771 of 2018](#) established the [PSPG Fund](#), which was reauthorized in 2019. The purpose of this program is to assist counties in the development, implementation, and improvement of pretrial services programs that reduce the size and cost of pretrial detention populations on the county level, reduce recidivism, and improve public safety outcomes, specifically the safety of victims and witnesses. Additionally the program establishes a consistent standard of best practices across all grant funded pretrial release services.

The purpose of this grant funding is to address the rising size of the pretrial detention population in Maryland. GOCCP has received and analyzed two years of pretrial detention information from local detention centers and will be making awards based on its assessment of the need and severity within local populations, with the purpose of substantially impacting the size of local pretrial detention and its cost impact. GOCCP announces the availability of \$750,000 in grant funding under PSPG. GOCCP anticipates making between 5-8 awards not to exceed \$100,000 each for FY 2020.

All funding is contingent upon GOCCP receiving the specified grant funds from the State of Maryland.

III. PROGRAM REQUIREMENTS

A. Program Strategy

Grantees should provide a detailed plan for program operation, including:

- necessary stakeholders and their roles,
- the process and personnel overseeing risk screening,
- the proposed supervision model, including the practices listed below,
- referrals for treatment and services,
- failure to appear rates and outcome tracking,
- integration of victim notification protocols, and
- screener validation.

Grantees will be scored in part based upon the goals and expected outcomes of the program, including explicitly defined success benchmarks, such as the percent reduction in local detention after the grant period ends. Grantees should clearly state the estimated capacity of their programs to justify staff positions the attainability of program goals. Successful problem statements will indicate the current cost impact of pretrial detention, staffing needs/shortages, availability of community resources, current supervision capacity, and needs indicated by current screening tools used in corrections.

Grantees are required to implement the following practices into their pretrial supervision programs:

1. Use of a validated, evidence-based, race-neutral risk scoring instrument to guide release and no bond decisions
 - Programs can elect to begin by using a risk scoring instrument designed for estimating pretrial release risk that has already been validated in Maryland OR utilize a validated universal Public Safety Assessment with plans to validate the tool in subsequent grant years.
 - Priority will be given to jurisdictions that have or will validate their risk screener on local data through an external research partner. For guidance, see [link](#). Self validating a risk screener is insufficient to meet the validation criteria for this funding opportunity.
 - Per the requirement, a risk assessment **must** be conducted at initial appearance to guide release decisions.
 - Applicants from jurisdictions that currently operate pretrial programs without a risk-screener should review the [Public Safety Risk Assessment Clearinghouse](#) to better understand their needs, design, and the importance of validation.
2. Apply best practices shown to be effective in other jurisdictions
 - At minimum, programs are strongly recommended to have a Memorandum of Understanding (MOU) between the supervision agency and the local courts, or submit a letter of support from the District and/or Circuit court. If already in place, applicants are required to submit a copy of this agreement with their online application. If no MOU is in place, applicants should address plans to form an MOU during the grant period and name likely partners. In the program design, applicants should outline the responsibility and mechanisms for victim notification of pre-trial release, when applicable.
 - Programs have flexibility under this category to choose best practices from neighboring jurisdictions, or documented best practices recommended by national bodies. The following list of guides is a starting point for the development of a comprehensive pretrial services program:
 - [National Association of Pretrial Services Agencies](#) (NAPSA)
 - [Pretrial Justice Institute](#)
 - [The National Conference of State Legislatures](#) (NCSL)
 - [Pretrial Criminal Justice Research Brief](#) (Laura and John Arnold Foundation)
 - Applicants who clearly state which components of their program are evidence based and which principles they are following in their program design will be scored more competitively.
3. Incorporate multiple levels of supervision based on defendant risk scores with features that include **ALL** of the following:
 - Cellular telephone reminders of a defendant's hearing date - Programs can [implement](#) this requirement through development of automated call, live caller, and/or text message systems;
 - Drug and alcohol testing - Programs are strongly encouraged to primarily utilize random drug testing and have policies in place to address defendants who are receiving Medication-Assisted Treatment (MAT), and to restrict this condition to only

- those defendants whose risk and need justify it through the screening process;
- GPS monitoring, where warranted by risk screener - **Priority consideration** will be given to counties that include GPS monitoring components that include victim stay-away alert technology in compliance with [HB 1163 of 2017](#); and
- Substance use, mental health, or mediation referrals - Referrals for substance use treatment should include referral to, and accommodate compliance with, all forms of Medication-Assisted Treatment (MAT).
- Applicants are reminded that the requirement for this program is for the intensity of supervision to correlate to the assessed risk, as such budgets should reflect that a small percentage of defendants are expected to require intensive supervision.

B. Outcome Measures

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis. Grantees will receive technical assistance from GOCCP on how to track and define performance measures, including access to training materials from the first year of the grant's operation. Additional resources are [available here](#) through the National Association of Pretrial Services Agencies to define and contextualize the terms below.

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:

Outcome Measures

- **Appearance Rate:** the percentage of supervised defendants who make all scheduled court appearances
- **Safety Rate:** percentage of supervised defendants not charged with a new offense during the pretrial stage
- **Concurrence Rate:** ratio of defendants whose supervision level or detention status corresponds with their assessed risk of pretrial misconduct
- **Success Rate:** percentage of released defendants who (1) are not revoked for technical violations of the conditions of their release, (2) appear for all scheduled court appearances, and (3) are not charged with a new offense during pretrial supervision
- **Pretrial Detainee Length of Stay:** average length of stay in jail for pretrial detainees who are eligible by statute for pretrial release

Performance Measures

- **Universal Screening:** percentage of defendants eligible for release by statute or local court rule that the program assesses for release eligibility
- **Recommendation Rate:** percentage of time the program follows its risk assessment criteria when recommending release or detention
- **Response to Defendant Conduct:** frequency of policy-approved responses to compliance and noncompliance with court-ordered release conditions
- **Pretrial Intervention Rate:** the pretrial agency's effectiveness at resolving outstanding bench warrants, arrest warrants, and capiases

Mission Critical Data

- **Number of Defendants Released by Release Type and Condition:** number of release types ordered during a specified time frame
- **Caseload Ratio:** number of supervised defendants divided by the number of case managers.
- **Time from Nonfinancial Release Order to Start of Pretrial Supervision:** time between a court's order of release and the pretrial agency's assumption of supervision
- **Time on Pretrial Supervision:** time between the pretrial agency's assumption of supervision and the end of program supervision
- **Pretrial Detention Rate:** proportion of pretrial defendants who are detained throughout pretrial case processing

Cost Savings Data

- **Pretrial detention fixed cost:** per capita cost of pretrial detention for the current fiscal year, including existing correctional staff and overhead
- **Pretrial detention marginal cost:** per capita cost of pretrial detention for the current fiscal year, only including variable inmate costs
- **Pretrial release fixed cost:** per capita cost of pretrial release program for the current fiscal year, including in-kind staff and overhead
- **Pretrial release marginal cost:** number of supervised defendants divided by the number of case managers
- **Year-end savings:** Savings identified in local correction's budget and/or averted costs as a result of new or expanded pretrial services

C. Sustainability

The PSGP Fund established by Chapter 771 of 2018 is anticipated to receive yearly allocation through FY2023, subject to the budgetary discretion of the Governor. Continuation of this funding is not guaranteed. This is a competitive grant which provides one year of funding, receipt of funding in FY 20 is not a guarantee of continued funding. Following the principle of the Maryland Justice Reinvestment Initiative, counties should specifically plan how to use savings from this grant program to ensure its sustainability, state how the program could be supported locally at the end of the grant period, or identify in-kind support for program components to account for future sustainability after grant funds are no longer available.

Ideal sustainability plans for multi-year programs will include specific stepped increases in offsetting of grant program costs after implementation. (e.g. Year 1: Full grant funding, Year 2: 15% of costs sustained by local savings, Year 3: 30% of costs sustained by savings and local match, etc.) Any continuation or expansion of funding through PSPG will be strictly based on the capacity and success of program operation.

Plans to apply for other state or federal grant funding opportunities through GOCCP are not sufficient to indicate sustainability. However, applicants are encouraged to develop sustainability plans using other federal, state, or local grant funds, or any combination thereof. Resources are available [here](#) to guide applicants in the design of future funding plans incorporating GOCCP and non-GOCCP funding sources.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use GOCCP's web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is **Friday, May 17, 2019**. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the GOCCP, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Angelina Guarino at angelina.guarino@maryland.gov.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL:

<http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

Additionally, technical assistance is available from the Research & Analysis Unit of the Governor's Office of Crime Control and Prevention to assist in program evaluation and provide guidance on local cost savings calculations. Inquiries regarding technical assistance or guidance with performance measurement calculation can be directed to Jeffrey Zuback, Chief of Research and Analysis, at jeffrey.zuback@maryland.gov.

Applicants are encouraged to utilize other available opportunities for technical assistance (TA) from national providers to complement program initiation or facilitate the adoption of risk assessment tools.

VI. IMPORTANT DATES

Deadline to Request a User ID	May 17, 2019
Deadline to Submit an Online Application	May 22, 2019
Letters of Intent Emailed/Denial Letters Emailed	June 15, 2019
Award Documents	June 2019
Sub-award Start Date	July 1, 2019
Sub-award End Date	June 30, 2020

VII. APPLICATION EVALUATION

GOCCP will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>) and score each application accordingly:

- Problem statement/needs justification-- 15 points total
 - Program goals and objectives-- 20 points total
 - Program strategy/program logic-- 10 points total
 - Performance measurement (outputs, outcomes, and impacts)-- 20 points total
 - Timeline-- 5 points total
 - Spending plan and Budget (reasonableness, cost effectiveness, detailed justification per line item)-- 20 points total
 - Management capabilities-- 5 points total
 - Sustainability-- 5 points total
- Total of **100 points**

PSPG is a competitive application process. GOCCP may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, GOCCP staff will also review the following for each application:

- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- GOCCP audit findings
- Performance history with previous awards with GOCCP

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under PSPG for FY 2020 will begin July 1, 2019 and end on June 30, 2020. Funds are paid on a quarterly reimbursable basis.

B. Allowable Costs for Direct Services

The following is a listing of services, activities, and costs that are eligible for support with PSPG funds within a sub-recipient's organization:

- Personnel
- Operating expenses
- Contractual services
- Equipment (GPS monitoring equipment and licenses, including additional victim stay-away alert technology)
- Drug testing
- Risk-assessment validation
- Other (Items that have a direct correlation to the overall success of a sub-recipient's project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis.)

C. Unallowable Costs

The following services, activities, and costs cannot be supported with PSPG funding:

- Lobbying or administrative advocacy
- Audit costs
- Rental fees
- Printing costs
- Telephone/fax
- Food/beverages
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, and gift bags)
- Construction projects

The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:
<http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. Match

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

Funds distributed under this program must be used to supplement and not supplant any other funding for the establishment or improvement of a pretrial services program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

X. APPLICATION CHECKLIST

What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
 - ☐ Problem Statement/Needs Justification
 - ☐ Program Goals
 - ☐ Program Strategy
 - ☐ Program Measurement
 - ☐ Timeline
 - ☐ Spending Plan
 - ☐ Management Capabilities
 - ☐ Sustainability
- ☐ DUNS/SAM Registration
- ☐ Letters of Support/Commitment
- ☐ Budget and Budget Justification
 - ☐ Personnel
 - ☐ Operating Expenses
 - ☐ Travel
 - ☐ Contractual Services
 - ☐ Equipment
 - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting the Use of the De minimis Indirect Cost Rate (if applicable)
- ☐ Budget Prioritization
- ☐ Certified Assurances
- ☐ Certification Regarding Lobbying
- ☐ Audit Findings/Corrective Action Plan (if applicable)
- ☐ Single Audit Requirements (if applicable)
- ☐ Proof of 501 (c)(3) Status (if applicable)
- ☐ Memorandum of Understanding (MOU) between Supervision Agency and Local Court (if applicable)

More information on each item above can be found in the NOFA Application Instructions found here:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.